



Grand Canyon Skywalk (Photo courtesy of Abseilon USA) whose employees are inspecting the attraction, 720' above the canyon floor.

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SAFETY AND HEALTH for TEMPORARY WORKERS

CDC, NIOSH, ADOSH

Workers employed through staffing agencies are generally called *temporary* or *supplied* workers. For the purposes of these recommended practices, “temporary workers” are those supplied to a host employer and paid by a staffing agency, whether or not the job is actually temporary. Whether temporary or permanent, **all workers always have a right to a safe and healthy workplace.** The staffing agency and the staffing agency’s client (the *host employer*) are joint employers of temporary workers and, therefore, **both are responsible for providing and maintaining a safe work environment for those workers.** The extent of the obligations of each employer will vary depending on workplace conditions and should therefore be described in the agreement or contract between the employers. Their safety and health responsibilities will sometimes overlap. Either the staffing agency or the host employer may be better suited to ensure compliance with a particular requirement, and may assume primary responsibility for it. Ideally, these responsibilities will be set forth in a written contract.

ADOSH, OSHA and NIOSH recommends the following practices to staffing agencies and host employers so that they may better protect temporary workers through mutual cooperation and collaboration. *Unless otherwise*

legally required, these recommendations are for the purpose of guidance and in some cases represent best practices.

Evaluate the Host Employer’s Worksite. Prior to accepting a new host employer as a client, or a new project from a current client host employer, the staffing agency and the host employer should jointly review all worksites to which the worker might foreseeably be sent, the task assignments and job hazard analyses in order to identify and eliminate potential safety and health hazards and identify necessary training and protections for each worker. The staffing agency should provide a document to the host employer that specifies each temporary worker’s specific training and competencies related to the tasks to be performed. Staffing agencies need not become experts on specific workplace hazards, but should determine what conditions exist at the worksite, what hazards may be encountered, and how to best ensure protection for the temporary workers. Staffing agencies, particularly those without dedicated safety and health professionals on staff, should consider utilizing a third-party safety and health consultant. Small and medium-sized businesses may request assistance from ADOSH’s free on-site consultation service. On-site consultation

services are separate from enforcement and do not result in penalties or citations. If information becomes available that shows an inadequacy in the host employer’s job hazard analyses, such as injury and illness reports, safety and health complaints or OSHA enforcement history, the staffing agency should make efforts to discuss and resolve those issues with the host employer to ensure that existing hazards are properly assessed and abated to protect the workers.

Train Agency Staff to Recognize Safety and Health Hazards. Many staffing agencies do not have dedicated safety and health professionals and, even when they do, these experts cannot be everywhere at once. By teaching agency representatives about basic safety principles and the hazards commonly faced by its temporary workers, the agency will be better equipped to discover hazards and work with the host employer to eliminate or lessen identified workplace hazards before an injury or illness occurs.

Ensure the Employer Meets or Exceeds the Other Employer’s Standards. When feasible, the host employer and staffing agency should exchange and review each other’s injury and illness preven-

SAFETY AND HEALTH for TEMPORARY WORKERS (continued from page 1)

tion program. Host employers should also request and review the safety training and any certification records of the temporary workers who will be assigned to the job ... some staffing agencies work only with clients that have robust safety programs.

Assign Occupational Safety and Health Responsibilities and Define the Scope of Work in the Contract. The extent of the responsibilities the staffing agency and the host employer have will vary depending on the workplace conditions and should be described in their agreement. Either the staffing agency or the host employer may be better suited to ensure compliance with a particular requirement, and may assume primary responsibility for it; the agency-host contract should clearly state which employer is responsible for specific safety and health duties and this division of responsibilities should be reviewed regularly.

The tasks that the temporary worker is expected to perform, and the safety and health responsibilities of each employer, should be communicated to the worker before that worker begins work at the job site (which can) discourage the host employer from asking the worker to perform tasks that the worker is not qualified or trained to perform or which carry a higher risk of injury. The contract should specify who is responsible for all such communications with the temporary worker.

Injury and Illness Tracking. Information about injuries should flow between the host employer and staffing agency. The parties should therefore discuss a procedure to share injury and illness

information between the employers, ideally specifying that procedure contractually. However, for statistical purposes, OSHA requires that injury and illness records (OSHA 300, ICA101, 300A) be kept by the employer who is providing day-to-day supervision, i.e., controlling the means and manner of the temporary employees' work (the host employer, generally). See 29 CFR 1904.31(b)(2). **Employers cannot discharge or contract away responsibilities that pertain to them under law.** The supervising employer is required to set up a method for employees to report work-related injuries and illnesses promptly and must inform each employee how to report work-related injuries and illnesses. However, both the staffing agency and the host employer should inform the temporary employee on this process and how to report a work-related injury or illness. See 29 CFR 1904.35(b). No policies or programs should be in place that discourage the reporting of injuries, illnesses or hazards; employers are prohibited from retaliating against a worker for reporting an injury or illness, including for filing a workers' compensation claim for a work-related condition.

Conduct Safety and Health Training and New Project Orientation. OSHA standards require site- and task-specific safety and health training. The training must be in a language the workers understand. Training helps to protect the workers of both the staffing agency and the host employer. The training of temporary workers is a responsibility that is shared between the staffing agency and the host employer. Staffing agencies should provide general safety and health training and

host employers provide specific training tailored to the particular hazards at their workplaces. The host employer and the staffing agency should each provide — separately or jointly — safety and health orientations for all temporary workers on new projects or newly-placed on existing projects. The orientation should include information on general worker-protection rights and workplace safety and health. At least one of the joint employers, generally the host employer, must provide worksite-specific training and protective equipment to temporary workers, and identify and communicate worksite-specific hazards. The temporary workers' tasks, as defined by the agency-host contract, should also be clearly communicated to the workers and reviewed with the host employer's supervisor(s). Host employers should provide temporary workers with safety training that is identical or equivalent to that provided to the host employers' own employees performing the same or similar work. Host employers should inform staffing agencies when such site-specific training for temporary workers has been completed.

First Aid, Medical Treatment, and Emergencies. Procedures should be in place for both reporting and obtaining treatment for on-the-job injuries and illnesses. Temporary employees should be provided with information on how to report an injury and obtain treatment on every job assignment. Host employers should train temporary employees on emergency procedures including exit routes.

Injury and Illness Prevention Program. It is recommended that

staffing agencies and host employers each have a safety and health program to reduce the number and severity of workplace injuries and illnesses and ensure that their temporary workers understand it and participate in it... whenever new temporary workers are brought onto an existing project, or whenever new hazards are introduced into the workplace. NOTE: Employers are required to have hazard-specific programs when workers are exposed to certain hazards. *Such programs include bloodborne pathogens, hearing conservation, hazard communication, respiratory protection, and control of hazardous energy (lock-out/tag-out). Contractors and employers who do construction work must comply with standards in 29 CFR 1926, Subpart C, General Safety and Health Provisions. These include the responsibilities for each contractor/employer to initiate and maintain accident prevention programs, provide for a competent person to conduct frequent and regular inspections, and instruct each employee to recognize and avoid unsafe conditions and know what regulations are applicable to the work environment.*

Maintain Contact with Workers. The staffing agency should establish methods to maintain contact with temporary workers. This can be as simple as the agency representatives touching base with the workers throughout the temporary assignment. The staffing agency has the duty to inquire and verify that the host has fulfilled its responsibilities for a safe workplace. The staffing agency should follow up on a worker's safety and health concerns and any complaints with the host employer, as well as investigate any injuries, illnesses and incidents of close calls.

*You can read the entire NIOSH /OSHA publication at : <https://www.osha.gov/Publications/OSHA3735.pdf> It is titled: *Recommended Practices: Protecting Temporary Workers.**



SAFETY SUMMIT—at the Thunderbird School of Global Management GLENDALE, AZ!

COMING EVENT!

Save the Date:

November 4-5, 2015 for the

ADOSH Phoenix Area Safety Summit !

At the Thunderbird School of Global Management

1 Global Place Glendale, AZ 85306



Check back here next week for more information on registering for this event!
You won't want to miss it!

... A Thousand Words





Guidance for TRANSPORTING EMPLOYEES

HAZARD	Satisfactory	Needs Attention	Target Date of Correction	Date Corrected
Do employees who operate vehicles on public thoroughfares have valid operator's licenses?				
When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?				
Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?				
When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?				
Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?				
Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?				
Are employee transport vehicles equipped at all times with at least two reflective type flares?				
Is a fully charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?				
When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed containers that are secured in place?				
Are employees prohibited from riding on top of any load, which can shift, topple or otherwise become unstable?				

Name				Date

Some forethought needs to go into how we transport our workers. Employees who are taken from one location to another, by the company, must be afforded a safe means of transportation. At <http://www.elcosh.org> you can download the pdf of the checklist included here (also available in Spanish.) Although OSHA does not have specific standards addressing this issue, citations could still be issued under the General Duty Clause. Consider using the checklist and the following accidents (as recorded in the IMIS Database at www.osha.gov) for Supervisor or employee training:

- September 29, 2005, a 26 year-old masonry/stucco worker was being transported from one job site to another in the rear bed of a privately owned pickup truck with the tail gate down. He fell out of the truck and struck his head against the roadway. He was hospitalized and died on October 2, 2005.
- April 30, 2009, A 59 year old construction worker and a coworker loaded tools and equipment into the bed of a pickup truck. The employees then sat on the tailgate of the pickup truck as the superintendent sat in the driver's seat with his foot on the brake pedal getting ready to drive the employees to the job site. As the superintendent turned around to start driving, his foot slipped off of the brake pedal and hit the gas pedal. The truck lunged forward, causing the 59 year-old to fall off of the tailgate and hit his head on the asphalt sustaining serious head injuries. He was transported to the hospital where he died on May 2, 2009.
- On March 19, 2008, a 49 year-old maintenance worker and coworkers were performing maintenance tasks. Sent to pick up some oil, a coworker drove the pickup truck while the 49 year-old sat on the driver side of the tailgate and another coworker sat on the other side of the tailgate. While the truck was moving, the 49 year-old fell off the tailgate and struck his head on the pavement, which resulted in his death.

Avoiding Forklift Disasters Through OSHA Compliance

Just about every company has one, or two, or in some cases, a dozen or more; and if an ADOSH Compliance Officer visits your jobsite, each forklift will be inspected, each operator's training will be scrutinized, and your enforcement of OSHA's Forklift Standards evaluated. In truth, while forklifts are necessary workhorses which increase productivity and lighten employees' loads, employers have a liability burden that can be influenced by the actions of a single operator, on a single day, on a single forklift. Consider this:

On September 22, 2010, Francisco, a 36 year-old laborer at a metal recycling facility, was operating a 6000# lifting capacity forklift to transport and dump a bin containing scraps of metal. Adjacent to where he was working, a coworker was operating an excavator. As Francisco was dumping the bin, he entered into the swing radius of the excavator, allowing the counterweight to strike the forklift. This caused the forklift to overturn, ejecting Francisco, who received fatal injuries when his head was crushed between the ground and the overhead protective structure on the truck.

The accident investigation revealed that the forklift was equipped with a seat belt; however, Francisco was not wearing it because it would not retract from the closed position. Additionally the mirror on the excavator was broken and the windows and windshield were so dirty that it obscured the operator's ability to see clearly around the excavator.

The employer was cited for four serious violations including:

- General Duty Clause ARS 23-403.A: The employer failed to prevent workers from coming into contact



with moving machinery used in loading and unloading scrap metals and failed to maintain an excavator in accordance with the manufacturer's operation and maintenance manual.

- Operators were not trained in the safe operation of powered industrial trucks [29 CFR 1910.178(l)(i)]
- Industrial Trucks were not examined for defects prior to use [29 CFR 1910.178(q)(7)]
- Protective equipment (i.e., seat belt) was not used when necessary whenever hazards capable of causing injury and impairment were encountered. [29 CFR 1910.132(a)]

The penalty assessed for these four violations was \$21,750.00 which was adjusted during an informal settlement to \$13,875.00 and paid to the Industrial Commission by the employer.

This penalty cannot ever rectify or balance out the loss of a human life, and it isn't meant to. The penalty is used to emphasize the importance of the employer's responsibility to his/her employ-

ees to provide a safe workplace and work that is safe.

As you can see by this instance, a number of factors combined to cause this forklift related fatality. Reality hits when you understand just how many individual citable standards there are regarding forklifts, including, but not limited to:

- Training and Retraining
- Inspections
- Using attachments
- Fuel handling and storage
- Fire extinguishers
- Hazardous atmospheres
- Overhead guards
- Batteries
- Truck loading/offloading ops
- Seat belt use
- Travelling on slopes/grades
- And more...

To avoid injuries and OSHA fines, familiarize yourself with the Standard, and use the Training Requirements booklet we highlight on page 5 of this issue.

Choose a responsible and qualified person in your company to oversee the forklift program and conduct training. Have them attend our Forklift Train-the-Trainer class,

held every quarter, to learn how, when, who, what, and even where to train operators.

Understand that the Forklift Standard requires re-training when an employee demonstrates that they do not understand about the hazards (such as operating with wearing a seat belt) and the appropriate actions to take to minimize exposure to the hazards. This means that forklift operators must be regularly observed by a person who knows what to look for regarding proficient daily operations. Supervisors and lead men should know when the forklift operator is not in compliance and report the deficiencies to the trainer for immediate action.

An effective forklift program should include all of the same elements in a Safety and Health Management System, that which are:

- ◇ Management Commitment and Employee Involvement
- ◇ Worksite Analysis
- ◇ Hazard Prevention and Control
- ◇ Employee Training

For more information on building a Safety and Health Management System, OSHA has an eTool that will help you through each step: <https://www.osha.gov/SLTC/etools/safetyhealth/index.html>

For more information on Forklift Safety, log on to: <https://www.osha.gov/SLTC/powerindustrialtrucks/index.html>

Check our calendar for our four-hour Forklift Train-the-Trainer classes in Phoenix, Tucson and outlying areas. The class is meant to train experienced, competent forklift operators or owners what must be included in the training program for certification. Trainers will receive a CD with program development resources. JM



The Arizona Division of Occupational Safety and Health

Invites you to a series of free webinars!



OSHA Regulations for Assisted Living Facilities

Module 1—October 7, 2015

Hazard Communication (GHS)/Bloodborne Pathogens

Module 2—November 4, 2015

Violence in the Workplace / PPE Hazard Assessment

Module 3—December 2, 2015

OSHA Audits for Physical Hazards

(Electrical, Mechanical, Slip, Trip and Fall, Ergo)

For more information contact Landon Coleman at landon.coleman@azdosh.gov

or

Jenny Mandeville at jenny.mandeville@azdosh.gov

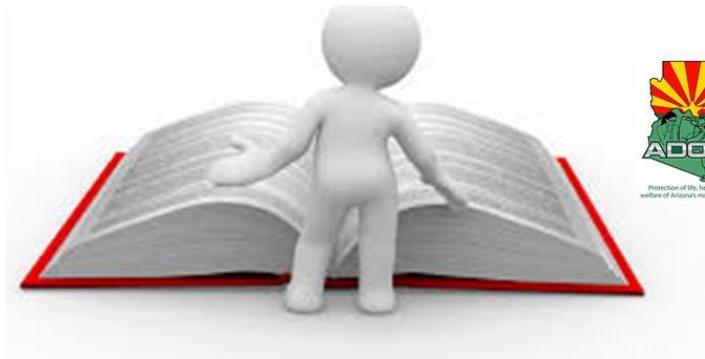


Enroll today at www.ezregister.com/promoters/1607

WEBINAR WEDNESDAYS!

You must register one week in advance so we can send you all the materials for the class!

OSHA Regulations too confusing?
ADOSH Consultation will help clarify your responsibilities!



ADOSH Education and Training Calendar OCT- DEC 2015

Registration for each class begins 30 days prior to the date of the class. Most classes are free of charge but are subject to change or cancellation with out notice. Some classes or seminars listed are not exclusively sponsored by ADOSH and may carry a nominal fee to cover the costs of course materials, space or equipment rental, etc. **NOTE: The phone number or web address listed for each class is the number that participants need to call for class questions and are not direct numbers to the ADOSH trainer. Please register on-line at www.ezregister.com/promoters/1607 Registration Problems? Call 602-542-1769**

OCTOBER 2015 On-line Registration Required

10/6/2015	9:00 - 12:00	Electrical Lockout Tagout	Location TBA	Douglas	Ornelas	520-628-5478	S. Sinohui
10/7/2015	9:00 - 11:00	Assisted Living Facilities Safety- HazCom and BBP	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
10/13/2015	9:00 - 12:00	Forklift Train-the-Trainer	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
10/14/2015	9:00-11:00	Fall Protection in Construction	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
10/14/2015	9:00 -12:00	Hazard Communication / GHS	2951 S 21st Dr (Main Library)	Yuma	Ornelas	928--373-1138	D Robinson
10/14/2015	1:00 - 4:00	OSHA 300 Recordkeeping	2951 S 21st Dr (Main Library)	Yuma	Ornelas	928--373-1138	D Robinson
10/15/2015	9:00 - 12:00	Fall Protection in Construction	2675 E Broadway Blvd	Tucson	Atencio	520-628-5478	S. Sinohui
10/15/2015	8:00 - 11:00	Fall Protection in Construction	800 W Washington St	Phoenix	Stowell & Maloney	602-542-1769	C Trujillo
10/20/2015	9:00 - 12:00	Electrical Lockout Tagout	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
10/21/2015	9:00-11:00	OSHA Requirements for Temporary Workers	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
10/22/2015	8:00-11:00	Bloodborne Pathogens	2675 E Broadway Blvd	Tucson	Coleman	520-628-5478	S. Sinohui
10/22/2015	9:00 -12:00	Construction Hazard Recognition	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
10/27/2015	9:00 - 12:00	Hazard Communication / GHS	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
10/29/2015	9:00-12:00	OSHA 300 Recordkeeping	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
10/28/2015	9:00 - 12:00	Sleep and Safety: Killer Fatigue	150 S 6th St (Recreation Center)	Cottonwood	Mandeville	602-542-1769	C Trujillo
10/29/2015	9:00 - 12:00	OSHA for Medical and Dental Offices	WEBINAR ONLY	Phoenix	Mandeville	602-542-1769	C Trujillo

NOVEMBER 2015 On-line Registration Required

11/3/2015	9:00 - 12:00	Personal Protective Equip./Hazard Assessment	500 S Central Bldg D	Florence	Ornelas	520-628-5478	S. Sinohui
11/4/2015	8:00 - 4:00	ADOSH Safety Summit	Thunderbird School of Global Mgt	Glendale	Mandeville	602-542-1769	C. Trujillo
11/5/2015	8:00 - 3:00	ADOSH Safety Summit	Thunderbird School of Global Mgt	Glendale	Mandeville	602-542-1769	C. Trujillo
11/4/2015	9:00 - 11:00	Assisted Living Facilities Safety -Violence / PPE	WEBINAR ONLY	Tucson	Coleman	520-328-5478	S. Sinohui
11/6/2015	9:00 - 12:00	OSHA 300 Recordkeeping	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
11/10/2015	9:00 - 12:00	Confined Spaces in Construction	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
11/12/2015	9:00 - 10:00	Scaffold Safety Awareness	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
11/12/2015	9:00 - 12:00	Accident Investigation	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
11/13/2015	9:00 -12:00	Hazard Communication / GHS	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
11/17/2015	9:00 - 12:00	Construction Hazard Recognition	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
11/17/2015	8:00 - 11:00	Confined Spaces Awareness	21 E. Wilcox Dr.,	Sierra Vista	Coleman	520-255-3473	B Nichols
11/18/2015	9:00 - 11:00	Fall Protection in Construction	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
11/19/2015	9:00 - 12:00	Fall Protection in Construction	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
11/19/2015	9:00 - 12:00	Fall Protection in Construction	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
11/20/2015	9:00 - 11:00	Preventing Violence in the Workplace	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
11/25/2015	9:00 - 11:00	Safety and Health Mngmt Systems/VPP & SHARP	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui



DECEMBER 2015 On-line Registration Required

12/2/2015	9:00-11:00	Assisted Living Facilities Safety - OSHA Audits	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
12/8/2015	9:00-12:00	OSHA Machine Guarding Requirements	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
12/8/2015	8:00-11:00	Confined Spaces in Construction	2675 E Broadway Blvd	Tucson	Coleman	520-628-5478	S. Sinohui
12/9/2015	9:00-11:00	OSHA Requirements for Temporary Workers	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
12/9/2015	8:00 - 12:00	Forklift Train-the-Trainer	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
12/9/2015	2:00 - 4:00	OSHA Requirements for Temporary Workers	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
12/15/2015	9:00 - 12:00	Forklift Train-the-Trainer	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
12/15/2015	9:00-11:00	Preventing Workplace Violence	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
12/16/2015	9:00 - 12:00	OSHA Recordkeeping and End of Year Workshop	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
12/16/2015	9:00 - 11:00	Fall Protection in Construction	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
12/17/2015	9:00 - 12:00	Fall Protection in Construction	2675 E Broadway Blvd	Tucson	Ornelas	520-628-5478	S. Sinohui
12/17/2015	9:00 - 12:00	Fall Protection in Construction	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
12/18/2015	9:00 - 12:00	OSHA Recordkeeping & End of Year Workshop	800 W Washington St	Phoenix	Mandeville	602-542-1769	C. Trujillo
12/23/2015	9:00-11:00	OSHA Requirements for Machine Guarding	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui
12/30/2015	9:00-11:00	Excavation Hazard Awareness	WEBINAR ONLY	Tucson	Coleman	520-628-5478	S. Sinohui

Join us for WEBINAR WEDNESDAYS! Check the schedule, log on to Ezregister, sign up, and join us on the day of the webinar in the comfort of your own home or office via GoToMeeting.com! Follow instructions included in your confirmation email. Training at your finger-tips!



**JOIN US FOR
WEBINAR
WEDNESDAYS!!**

**Register at
ezregister.com/promoters/1607**

OCTOBER: All Classes 9:00—11:00 am
 7— Assisted Living Module 1—HazCom/BBP*
 18— Fall Protection in Construction
 21- OSHA Regs for Temporary Employees
 28- Safety & Health Management Systems

* See page 2 of this issue

NOVEMBER: All classes 9:00—11:00 am
 4—Assisted Living Module 2* PPE Hazard Assessment and Violence in the Workplace
 11—Veterans Day (No Class)

18— Fall Protection in Construction
 25—Safety & Health Management Systems

DECEMBER: All Classes 9:00—11:00 am

2— Assisted Living Module 3* - Inspecting for Physical Hazards

9 – OSHA Regs for Temporary Employees

16 – Fall Protection in Construction

23 - Machine Guarding

30— Excavation Hazards

Register online at www.ezregister.com/promoters/1607

NOTES: EZRegister Instructions: Just type in www.ezregister.com/promoters/1607 in your URL address bar and enter. All of ADOSH's classes will be listed and you can click on the class you want to attend. Fill in the form and save it to your calendar! Simple and time-saving. If there are any changes we will let you know. Webinars are scheduled and when you sign up for the class, a return email will include materials for the class and log-on information. Please register early for training classes and leave contact information. Some classrooms may be limited in size and will require us to limit enrollment. If there are not enough enrolled for the class (10 or more) or if there is an unexpected emergency or illness, the class may be cancelled. While ADOSH tries to contact each student in the event of a cancellation, we encourage you to call the day before the class to confirm that the class will still be held as scheduled. **Call the number listed on the roster.**

Finally, please be courteous during cold and flu seasons and do not attend the class if you are suffering symptoms of illness. Viruses are highly contagious and we want to keep all students and instructors healthy during all times of the year.

See you in class!



Trainer's Corner — 7 Pasos de Seguridad en Escaleras (7 Steps of Ladder Safety)

7 Steps to Ladder Safety

7 PASOS DE SEGURIDAD EN ESCALERAS

1 Extend ladder 3' above the surface
Extienda la escalera 3 pies por encima del punto que desee alcanzar

2 Tie off ladder at top
Asegure la escalera en la parte de arriba para que no se resbale

3 3-point contact at all times when climbing ladder
Mantenga dos manos y un pie o una mano y dos pies en la escalera todo el tiempo

4 Don't use if ladder has broken rungs
No use la escalera si esta dañada o defectuosa

5 For every 4' in height, put ladder 1' back
Coloque la escalera en ángulo para que la base quede a 1 pie de distancia del lugar donde esté apoyada por cada 4 pies de altura

6 Secure ladder at bottom
Asegure la escalera en la base

7 Never carry tools or materials on ladder
Nunca cargue materiales o equipos mientras suba o descienda. Use un montacargas o una polea.



Trainer's Corner Training Requirements in OSHA Standards—UPDATED!

It's finally here! One of our favorite resources for helping businesses comply with the OSHA Training Standards has been updated and is now available on-line at the OSHA website:

<https://www.osha.gov/Publications/OSHA2254.pdf>

Under the *Occupational Safety and Health Act of 1970*, employers are responsible for providing a safe and healthful workplace. No person should ever have to be injured, become ill, or die for a paycheck.

ADOSH's mission is to ensure the protection of workers and prevent work-related injuries, illnesses, and deaths by setting and enforcing standards, and by providing training, outreach, education and assistance. Many OSHA standards, which have prevented countless workplace tragedies, include explicit safety and health training requirements to ensure that workers have the required skills and knowledge to safely do their work. These requirements reflect ADOSH's belief that training is an essential part of every employer's safety and health program for protecting workers from injuries and illnesses. Researchers conclude that those who are new on the job have a higher rate of injuries and illnesses than more experienced workers.

To assist employers, safety and health professionals, training directors and others with a need to know, OSHA's training-

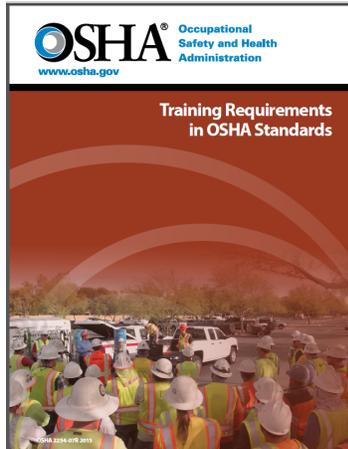
related requirements have been excerpted and collected in this updated booklet. Requirements for posting information, warning signs, labels, and the like are excluded, as are most references to the qualifications of people assigned to test workplace conditions or equipment.

Training regarding the safest way workers should perform their jobs is an investment that will pay back, over and over again, in fewer injuries and illnesses, better morale, lower insurance premiums and more.

It is a good idea to keep a record of all safety and health training. Some standards require the employer to create and maintain documentation of the training. ADOSH recommends that all training and re-training be documented. Documentation can also supply an answer to one of the first questions an incident investigator will ask: "Did the employee receive adequate training to do the job?"

In this booklet, the training requirements contained in OSHA's standards are organized into five categories: General Industry, Maritime, Construction, Agriculture, and Federal Employee Programs. An example of a training requirement is found in the revised Hazard Communication standard (Title 29 Code of Federal Regulations, Part 1910.1200, effective May 25, 2012), which improves the quality and consistency of hazard information in the workplace. This standard

states: *Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.*



OSHA Publications in Spanish and Other Languages

Many OSHA publications are available in both English and Spanish, as well as Portuguese, Russian and other languages. To order multiple copies of these resources, call OSHA's Publications Office at (202) 693-1888 or visit OSHA's Publications page at www.osha.gov/publications. (Adobe Reader is required to view PDF files.)

Worker Participation in Developing Training Programs

Training programs help ensure that safe jobs are no accident. Safe jobs exist because employers make a conscious decision, each and every day of the year, to make it a priority in the workplace. When this effort includes participation from workers, workplace injury and illness prevention programs are improved because workers can identify missing safety procedures, make recommendations for changes and help ensure a safe workplace. When workers have a voice in the workplace and input about how training is developed, training programs are more accurately focused on specific workplace hazards that concern workers and supervisors.

For Spanish training modules, visit Oregon OSHA's PESO website at:

<http://www.cbs.state.or.us/external/osha/educate/peso.html>

PESO Modules include:

- Accident Investigation
- Bloodborne Pathogens
- Excavation
- Haz Com / GHS
- Hazardous Energy Control
- Machine Guarding
- Material Handling
- Scaffolds
- Restaurant Safety
- Fall Protection
- and many more resources!

Come join us in our safety classes listed on pages 7-8. They are free of charge and we will provide you with some resources for training your own employees.

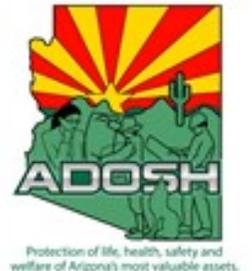
THE ARIZONA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

Back to Basics

Classes and Webinars on 29CFR 1926 Subpart M

Fall Protection in Construction

**Extended
into 2016!**



Classes: Every Third Thursday* 9:00 AM —12:00 PM

Industrial Commission of Arizona Buildings

800 W. Washington Street Phoenix, AZ 85007 and 2675 E. Broadway Rd. Tucson, AZ 85617

Webinars: Third Wednesday* at 10:00 AM—12:00 PM

Training resources will be distributed (or mailed for webinar attendees) to help you train your own employees about fall protection in Commercial and Residential Construction!

*Check with ezregister as some dates are changed to accommodate holidays or venues.

Enroll at <https://ezregister.com/promoters/1607>



ADOSH Fatality/Accident Investigations

1/7/2015: A drywall finisher leaned over a scissors lift guardrail system while performing finishing work and fell out of the lift receiving fatal injuries.

1/21/2015: A farm worker had his left arm amputated while cleaning cotton debris from the picker head of a harvesting machine

3/04/2015: An employee installing lath on a parapet wall was not wearing fall protection and fell 13' to the ground, receiving fatal injuries, passing away on 3/10/2015.

4/2/15: Referral from Phoenix Police Department as a possible amputation accident involving an employee— A press operator's right hand was crushed when it was caught in an unguarded press while reaching under the safety door into the mold cavity to remove plastic parts.

4/23/2015: A window manufacturer's employee was struck by a 2,082 lb. falling load that fell while it was being offloaded using a forklift, which caused fatal injuries.



Question: I'd like to get clarification on the Hepatitis B vaccinations. I know we have to offer it at no charge to employees at risk of exposure to Hep B, and there is a form we give them (if they decline). I know the employee can change their mind at any time and get the vaccinations. We get questions about booster shots. Are we required to provide re-testing at some point after an employee's initial vaccinations? How long does the vaccination protect the employee?

Answer: A "booster" dose of Hepatitis B vaccine is a dose that increases or extends the effectiveness of the vaccine. Booster doses are recommended only for hemodialysis patients and can be considered for other people with a weakened immune system. Booster doses are not recommended for persons with normal immune status who have been fully vaccinated.

In short, neither a new series of shots nor a hepatitis B vaccination booster is currently required in the current U.S. Public Health Service (USPHS), Centers for Disease Control and Prevention's (CDC's) guidelines. Because the USPHS does not recommend routine booster doses of hepatitis B vac-

cine, they are not required by the Bloodborne Pathogens Standard at this time.

The CDC has said that vaccine-induced antibodies to HBV decline gradually over time, and less than or equal to 60 percent of persons who initially respond to vaccination will lose detectable antibodies over 12 years.

Studies among adults have demonstrated that, despite declining serum levels of antibody, vaccine-induced immunity continues to prevent clinical disease or detectable viremic HBV infection. Therefore, booster doses are not considered necessary. Periodic serologic testing to monitor antibody concentrations after completion of the three-dose series is not recommended. **If a routine booster dose of hepatitis B vaccine is recommended by the USPHS at a future date, such booster doses must be made available at no cost to those eligible employees with occupational exposure.**

Question: Do we need to offer and pay for post-vaccination testing for our employees?

Answer: Post-vaccination serologic testing for antibody to hepatitis B surface antigen (anti-HBs) identifies vaccine non-responders and guides the need for revaccination, additional testing for chronic HBV infection, and counseling for

Healthcare Providers (HCP) who remain susceptible after failing to respond to vaccination.

[NOTE: HCPs are defined as all paid and unpaid persons providing health care, or working or training in health-care settings, who have reasonably anticipated risks for exposure to infectious materials, including blood or body fluids, contaminated medical supplies and equipment, or contaminated environmental surfaces. HCP might include but are not limited to physicians, nurses, nursing assistants, nurse practitioners, physician assistants, therapists, technicians, emergency medical services personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, health-care students and trainees, contractual staff not employed by the health-care facility, and persons not directly involved in patient care but with potential exposure to infectious agents that can be transmitted between patients and HCP (e.g., housekeeping, laundry, security, maintenance, and volunteers.)]

Testing for immunity is advised only for persons whose subsequent clinical management depends on knowledge of their immune status, including:

Infants born to HBsAg-positive mothers; **Health care workers and public safety workers at high risk for continued percutaneous or mucosal exposure to blood or body fluids;** Chronic hemodialysis patients, HIV-infected persons, and other immunocompromised persons (e.g., hematopoietic stem-cell transplant recipients or persons receiving chemotherapy); Sex partners of persons with chronic HBV infection.

This means that a titer or antibody testing is required approximately

two months after the employee finishes the vaccination series. The indicated guidelines can be found in [Appendix E of CPL 2-2.69], which is available on OSHA's website at <http://www.osha.gov> or at <http://www.cdc.gov/mmwr/PDF/rr/rr5011.pdf>

[This guidance applies but is not limited to HCP in acute-care hospitals, long-term-care facilities (e.g., nursing homes, skilled nursing facilities, and assisted living facilities), physician's offices, dental offices, rehabilitation centers, urgent-care centers, ambulatory surgical centers, dialysis centers, and outpatient clinics, and to persons who provide home health care and emergency medical services. Although this guidance pertains to HCP, the same principles might be applicable to persons in other professions with reasonably anticipated risk for blood or body fluid exposure (e.g., public safety workers, embalmers, and crime scene cleanup crews).]

Employees with occupational exposure who are lacking documentation of HepB vaccination should be considered unvaccinated (when documentation for HepB vaccine doses is lacking) or incompletely vaccinated (when documentation for some HepB vaccine doses is lacking) and should receive additional doses to complete a documented HepB series. Health-care institutions are encouraged to seek documentation of "missing" HepB doses in IIS, when feasible, to avoid unnecessary vaccination. For additional information on Post Exposure Management visit the CDC website referenced above.

JM

ADOSH Partnering with the Arizona Department of Health Services for BBP PEP Guidance

Guidance for Healthcare Workers

Needlesticks and Other Sharps/Splash Exposures

Post-Exposure Prophylaxis (PEP)



Bloodborne Pathogens

Needlesticks and other sharps/splash-related injuries may expose workers (e.g. first aid team members, housekeeping personnel in some industries, nurses, and other healthcare personnel) to bloodborne pathogens.

These pathogens include, but are not limited to:

- Hepatitis B (HBV)
- Hepatitis C (HCV)
- Human immunodeficiency virus (HIV)

Take these Steps For an Exposure Incident

1. **Immediately** flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available
2. **Immediately** report the incident to your employer
3. **Immediately** seek medical attention for PEP guidance
4. **Be aware** of special circumstances (e.g. pregnancy, breastfeeding, & immunocompromised)
5. **Conduct** standard follow-up testing for the exposed person

For more details visit:

<http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/#>

FREE rapid expert consultation and advice on PEP for bloodborne pathogen exposures

[University of California, San Francisco](#)

[Clinician Consultation Center](#)

(888) 448-4911

9 a.m. – 2 a.m. EST

Seven days a week

For more information visit:

<http://nccc.ucsf.edu/clinician-consultation/post-exposure-prophylaxis-peg/>



www.preventHAiaz.gov

Please Note: This is only a brief summary of information on PEP. Be sure to work with your employer and provider for thorough evaluation and follow-up.

References & Resources	Links
Arizona Division of Occupational Safety and Health (ADOSH)	http://www.ica.state.az.us/ADOSH/ADOSH_main.aspx
Bloodborne Pathogens and Needlestick Prevention (OSHA)	https://www.osha.gov/SLTC/bloodbornepathogens/index.html
Bloodborne Pathogen Exposure Incidents Fact Sheet (OSHA)	https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact04.pdf
PEP Quick Guide for Occupational Exposures (UCSF Clinician Consultation Center)	http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/
Latest federal and best-practice recommendations for post-exposure prophylaxis (PEP) decisions (UCSF Clinician Consultation Center)	http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-guidelines/

The Heat Stress Prevention Campaign in Arizona Looked Like This...

☀ WATER. REST. SHADE. ☀

Stopping for water keeps you going.

For Information: (855) 268-5251



You may have seen one of these billboards in the Phoenix or Tucson metro areas this summer. With our appreciation to Arizona ASSE and Southern Arizona ASSE for organizing and facilitating the billboard campaign, ADOSH is proud to have committed to bringing the “Water. Rest. Shade.” message to workers throughout the state through training sessions, printed materials in Spanish and English, and televised “spots.”

We express our heartfelt gratitude to Clear Channel Outdoor and Lamar Advertising for donating the billboard space to help remind workers about the need for protection from heat that reaches 100 degrees or higher for more than 100 days a year.

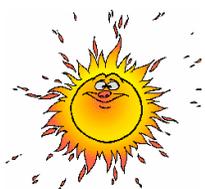
For two years now the billboards have rotated throughout the metro areas during the hot summer months. The logos posted on the bottom border of the sign indicate the number of entities that have committed to supporting the campaign each year. Already planning has started for next summer’s Distracted Driving Project. Parties interested in supporting these safety billboards can contact AZ-ASSE. To date, with the two advertising partners,

ASSE has been able to provide more than 25 Safety PSA billboards, throughout metro Phoenix. Now three new displays reside in Tucson!



The photo above is for the board located in Tucson on Oracle ES, 50 ft. North of Delano.

In addition to the very public billboards, ADOSH Heat Stress Prevention classes were held throughout the state, and mini-classes were given prior to every scheduled training to keep the hazard fresh in the minds of all employees and management. Hundreds of Heat Stress Prevention posters and wallet cards were given away at trainings, conventions and Summits. ADOSH has prepared a resource disk for heat stress prevention that includes many training aids and program helps. The disks were a popular item at our booth at each event! We will continue to deliver the message into the fall months; starting full classes again in the spring when we will focus on bringing Arizona workers and employers resources to help us “Beat the Heat.” Heat stroke can cause serious chronic illness due to organ damage, even if the worker survives. Plan ahead for the 2016 Summer!



☀ AGUA. SOMBRA. DESCANSOS. ☀

Con agua uno rinde mas.

Para información: (855) 268-5251



ADOSH Out and About Assisted Living Facility Safety Seminar Tucson



A packed room met ADOSH Trainer Jenny Mandeville, Safety Net's Angie Rolnik and Guest Trainer Frank Rando for the **OSHA Regulations for Assisted Living Facilities Seminar** held in Tucson on June 17th at the Catalina United Methodist Church. About 100 were in attendance as Topics such as Ergonomics, OSHA Inspections, Emerging Diseases, Safety and Security, and Violence in the Workplace were discussed. Christina D. Kocurek, LMSW, PLLC was instrumental in gathering all the attendees and helped spread the word that ADOSH was ready and willing to help the industry meet their OSHA obligations. There were many questions and a great exchange of information both ways!



Top Photo: ADOSH Training Officer Jenny Mandeville opens the session
Middle Photo: Angie Rolnik and Frank Rando take questions
Bottom Photo: Frank Rando instructs on Security and Violence Prevention

Top Photo: Frank Rando speaks on Emergency Planning
Middle Photo: Angie Rolnik discusses Ergonomic Injuries and Prevention
Bottom Photo: Jenny Mandeville and Christina Kocurek field questions



ADOSH Safety Summits Prescott Valley and Marana Vendors



Top left: An overhead shot of our vendor area at the Prescott Valley Summit in July, at the NAU Yavapai Campus. Top Right ADOSH Consultants Bryce Rucker and Anthony Carnevale man the ADOSH booth, Bottom photos show the displays for Abseilon USA, left is Prescott Valley where they set up a theater for a 90 minute documentary on rope access and plenty of giveaways. Right is the display for Marana Summit and the technicians in the photos demonstrated outdoors a rope rescue scenario. We are grateful for the support we get from our vendors at each event!

If you work through a staffing agency...

OSHA

You have the same rights as permanent workers. *The right to:*

- a safe workplace free of dangers.
- receive training in clear language that you understand.
- receive safety equipment.
- speak up about safety.
- report work-related injuries without being punished.



OSHA protects all workers in the United States.

Do you have a safety concern? Were you punished for speaking up about safety or for reporting an injury?

Call ADOSH. We can help.

It's confidential.

1-855-268-5251

www.azdosh.gov



VPP and SHARP News

Are you wondering if your company has what it takes to qualify for SHARP or VPP Status? Assistant Director Jessie Atencio or Consultation Supervisor Babak Emami can advise all interested companies wanting to know what they need to do to get ready for SHARP or VPP! If you are your company's lone Safety Officer or you have an organized safety committee, schedule a VPP planning meeting with Babak Emami and ask all the questions you have about the process. ADOSH is seeking to honor companies with exemplary safety programs. You don't have to be perfect, just working toward providing your employees with a safe workplace with management commitment and employee involvement, hazard recognition and control, and safety training. ADOSH can help you achieve your safety goals! Call Corina Trujillo at 602-542-1769 to start the ball rolling.



Congratulations Linde Group! On June 2, 2015 The Linde Group's proud employees and ADOSH Consultants pose for a photo after The Linde Group earns SHARP designation for demonstrating excellence in safety and health. The company has 11 of their 28 employees assigned to an Emergency Response Team! Right Photo) Plant Manager Kevin Phillips and ADOSH Assistant Director Jessie Atencio with the Linde Group's SHARP Certification letter. The Linde Plant in Phoenix has production operations that include gas cylinder refilling and distribution; occasionally refurbishing the cylinders as needed. The company offers a wide range of gases such as, hydrogen chloride, anhydrous ammonia, halogenated carbon gases and nitrogen. These products have applications in a variety of industries. Linde's customers include international companies such as, Intel, Samsung and Texas Instruments, to name a few.



*Safety and Health Achievement Recognition Program (SHARP) recognizes **small business** employers who operate an exemplary injury and illness prevention program. The Voluntary Protection Program (VPP) generally recognizes **larger businesses** who demonstrate exemplary achievement in the prevention and control of safety and health hazards and the development, implementation and continuous improvement of their safety and health management system (SHMS.) OSHA has developed an excellent eTool that we highly recommend to help you evaluate your company's SHMS, found at: <https://www.osha.gov/SLTC/etools/safetyhealth/index.html> An effective Safety and Health Program is reflected in the company's lower injury and illness rates, reduced absenteeism, lower turnover, higher productivity, and improved employee morale. CPRW's Strengthening Jobsite Safety Climate is another assessment tool you can add to your toolbox.!*

Safety is NOT a Secret! Share what you know!



Kevin Maas, Divisional Safety Director for McCarthy Building Companies, Inc. sent us this photo of a hard hat with the new pictograms mounted on the inside of the brim, to help employees remember the meaning of each symbol while they transition into their new Haz Com 2012 / GHS Program. What are you doing to help employees learn new standards or policies? Share with us and we will share with everyone. Safety should never be a secret! Thanks Kevin!

ADOSH Advisory Committee Seeks Northern Arizona Representative

ADOSH is seeking a safety professional to represent Northern Arizona on the ADOSH Advisory Committee. The Committee provides advice and assistance to ADOSH in its duties to help assure safe and healthful working conditions in workplaces throughout Arizona, pursuant to A.R.S. § 23-409.

Committee members are appointed by the Industrial Commission of Arizona upon selection by the Advisory Committee and the Director of ADOSH.

Interested candidates should reply by e-mail to [Larry Gast at Larry.Gast@azdosh.gov](mailto:Larry.Gast@azdosh.gov) by November 15, 2015, and include a current resume for consideration by the Committee.



Getting Ready for Flu Season

Use the CDC's free Flu Web Tools to get the word out to employees that it is time for Flu Vaccinations. The Flu Web tools include widgets, banners, buttons and badges that can be added to your website; these will link back to CDC's flu website. You can download and send ecards to patients, family, and friends to encourage flu vaccination, in addition to viewing and responding to blogs.

http://www.cdc.gov/flu/freeresources/web_tools.htm

For an explanation handout regarding who should and should not get the flu vaccine, go to:

<http://www.cdc.gov/flu/pdf/freeresources/general/vaccination-guidelines-factsheet.pdf>

What flu viruses does this season's vaccine protect against?

Flu vaccines are designed to protect against the main flu viruses that research suggests will be the most common during the upcoming season. Three kinds of flu viruses commonly circulate among people today: influenza A (H1N1) viruses, influenza A (H3N2) viruses, and influenza B viruses. All of the 2015-2016 influenza vaccine is made to protect against the following three viruses:

an A/California/7/2009 (H1N1)pdm09-like virus

an A/Switzerland/9715293/2013 (H3N2)-like virus

a B/Phuket/3073/2013-like virus. (This is a B/Yamagata lineage virus)

Some of the 2015-2016 flu vaccine is quadrivalent vaccine and also protects against an additional B virus (B/Brisbane/60/2008-like virus). This is a B/Victoria lineage virus.

Vaccines that give protection against three viruses are called trivalent vaccines. Vaccines that give protection against four viruses are called quadrivalent vaccines.

Take Steps Now

Take steps now and continue during the flu season to help protect the health of your employees.

Advise all employees to stay home if they are sick until at least 24 hours after they no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). Make sure fever is gone without the use of fever-reducing medicines (any medicine that contains ibuprofen or acetaminophen).

Employees who get sick at work should go home as soon as possible. If the employee cannot go home immediately, he or she should be separated from other employees.



Rope Access Then (Hoover Dam-1930s)...And Now (Grand Canyon Skywalk 2015)



Hoover Dam Construction
BCP 1635

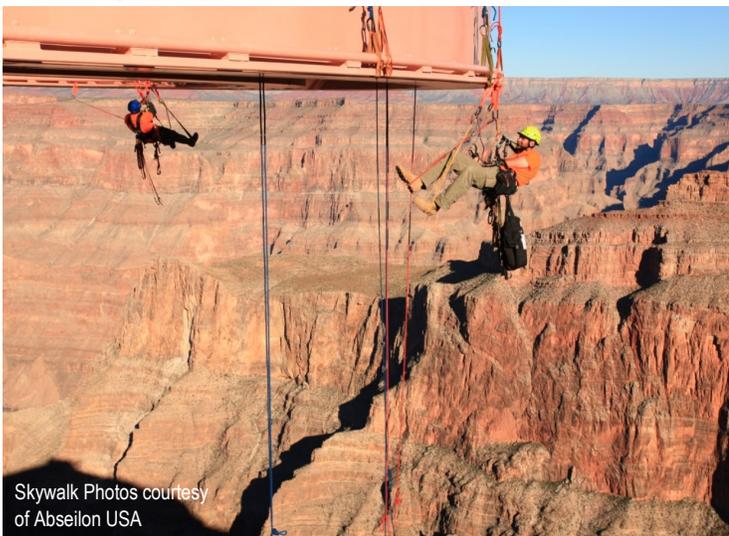


JOE KINE "HIGH SCALER"



"HIGH SCALER" PROPELLING DOWN

High Scalers at the Hoover Dam (circa 1930s) were paid 75 cents a day, 25 cents more than other workers, because of the hazardous work!



Skywalk Photos courtesy of Abseilon USA



VIDCIE®
Live Video Assist

Arizona Division of Occupational Safety & Health



Protection of life, health, safety and welfare of Arizona's most valuable assets.

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We're on the WEB!
<http://www.azdosh.gov>

ADOSH ADVOCATE

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